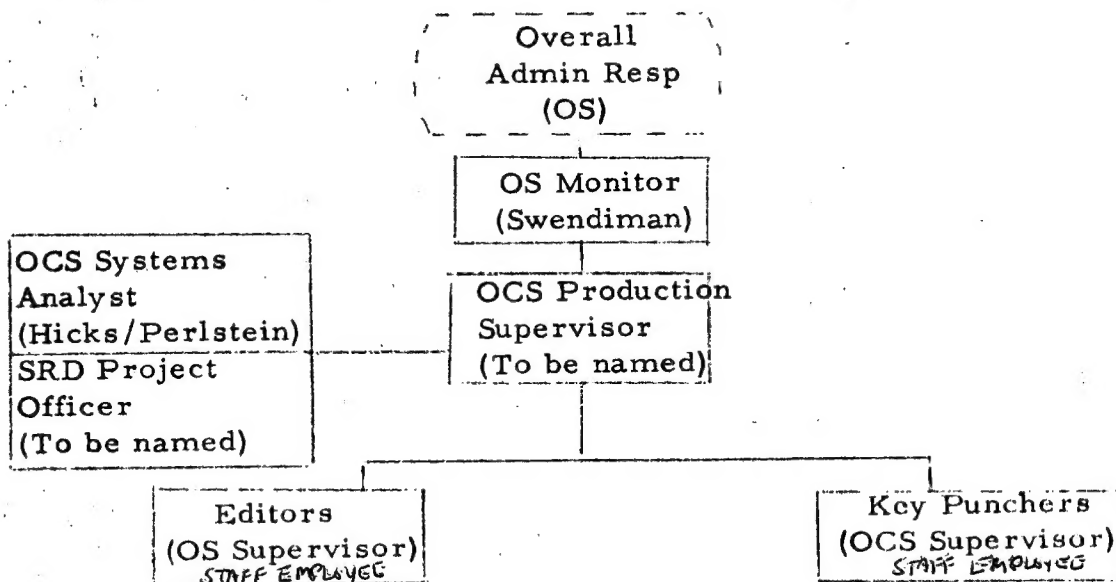29 November 1963

MEMORANDUM FOR: Chief, Administration and Training Staff

FROM   : Special Assistant (ADP), ES/OS

SUBJECT   : OS/SRD Index Conversion Project

1. On 20 November 1963, the Executive Officer/CIA approved the Project for the DDCI with the understanding that the personnel used on this Project will not be charged against ceiling contingent upon the availability of funds.

2. To commence the Project, it will be necessary to recruit 30 people on a contract basis (32-39 hours/week). It was estimated that the entire Project could be completed in 18 months with 30 full time people (18 machine operators and 12 editors). The number of machine operators and editors is flexible and experience may dictate more editors than machine operators or vice versa. At a recent meeting of the Executive Officer/OS and the Deputy Chief/A&TS with representatives of the Office of Computer Services, the following structure for the conversion effort was mutually agreed to:


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                          │    (OS)      │
                          └ ─ ─ ─┬─ ─ ─ ─┘
                                 │
                          ┌──────┴──────┐
                          │ OS Monitor  │
                          │ (Swendiman) │
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┌─────────────────┐      ┌───────┴────────┐
│OCS Systems      │      │OCS Production  │
│Analyst          │      │Supervisor      │
│(Hicks/Perlstein)│─ ─ ─ │(To be named)   │
│SRD Project      │      └───────┬────────┘
│Officer          │              │
│(To be named)    │      ┌───────┴───────────────┐
└─────────────────┘      │                        │
                 ┌───────┴────────┐       ┌───────┴────────┐
                 │   Editors      │       │  Key Punchers  │
                 │(OS Supervisor) │       │(OCS Supervisor)│
                 │ STAFF EMPLOYEE │       │ STAFF EMPLOYEE │
                 └────────────────┘       └────────────────┘
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It is anticipated that the breakdown and salary equivalents for contract personnel will be as follows:

2	Ass't key punch supervisors (GS-5)
8	Key Punch operators (GS-4 - with experience)
8	Key Punch operators (GS-3 - no experience)
1	Ass't Supervisor - editors - GS-5
11	Editors (GS-4)

Training for the above personnel will be handled by the OCS/OS Study Team. It is essential that personnel used for punch operations know how to type. Contracts drawn up should be on a one-year basis with provisions personnel can be terminated for inefficiency or for lack of funds. Annual and sick leave provisions should not be included in the contracts at this time. OCS has requested they see the contract when it is drawn up.

3. OCS requested the "Minicard Vault" be assigned to them for the conversion project in Headquarters Building. However, the request was denied. Although space is available in Quarters Eye for the project, OCS has suggested an alternative. OCS will provide the required space in their machine room for the 18 machine operators contingent upon the Office of Security obtaining space in the building for the 12 editors. It is not a requirement for all of the 30 employees employed on the project be quartered together in Headquarters Building. Nor is it necessary for the 12 editors to be together - 6 editors could be assigned to one area and 6 editors to another. However, OCS has stated that there will be no separation of the project between Quarters Eye and Headquarters Building. If OS does not provide space in Headquarters for the editors, the entire project will be done at Quarters Eye. The matter of space for the editors in Headquarters Building is being explored by the Executive Officer/OS and A&TS.

4. The target date for commencing the conversion operation is 6 January 1964 or as soon thereafter as possible. A minimum of two weeks will be required to train personnel once they report for duty.

5. The undersigned will keep your office informed of OCS/OS developments as it concerns the project.

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